



TOWN OF ROCKLAND
Planning Board and Zoning Board
Town Hall
242 Union Street
Rockland, Massachusetts 02370

**Instructions for Applicants Applying for
Joint Meeting with
Zoning & Planning Boards**

1. Applicant is to meet with Chairman of the Zoning Board, Planning Board & Conservation Commission.
2. Applicant is to pick up Zoning Board Instructions & Application for a Public Hearing. (May be picked up at the Town Clerks Office).
3. Application filing fee is \$200.00 (check made payable to the *Town of Rockland*) and filed with application for the Zoning Board.
4. Applicant is to follow the Planning Board's Rules & Regulations. Fill out and file appropriate forms. (Copies of Rules and Regulations can be purchased at Town Clerk's office or the Building Department).
5. Applicant needs approval from Conservation Commission for the delineation of the wetlands line.
6. Applicant needs to secure letters of approval from Water & Sewer Departments.
7. Applicant needs to get input from Building Inspector / Zoning Enforcement Officer.
8. Applicant needs to get review and input from the Police Department.
9. Applicant needs to get review and input from the Fire Department.
10. A check in the amount \$5000.00 shall be filed with the Planning Board 53G account for peer review. Said account will be used for legal, engineering, traffic, meeting room, any outside consultant, videotaping, administrative assistants, etc.
11. Applicant shall submit plans for engineering review two (2) weeks prior to the scheduled hearing date.
12. Please see schedule on the next page for number of site plans, design review plans, traffic reports, and drainage calculations.
13. The application packets should include all applications required for zoning and planning review, also any letters of approval from the various department heads, if available.

Town of Rockland
Planning Board and Zoning Board

Joint meeting plan and application schedule

<u>Number of Site /ZoningPlans</u>		<u>Number of Design Review Plans</u>		<u>Number of Applications</u>		<u>Drainage Calculations</u>		<u>Traffic Reports</u>	
Applicant	1	Applicant	1	Applicant	1	Applicant	1	Applicant	1
Zoning	9	Zoning	9	Zoning	9	Zoning	3	Zoning	1
Planning	7	Planning	7	Planning	6	Planning	3	Planning	3
Police	1	Police	0	Police	0	Police	0	Police	1
Fire	1	Fire	1	Fire	0	Fire	0	Fire	1
Conservation	1	Conservation	0	Conservation	0	Conservation	0	Conservation	0
Town Engineer	1	Town Engineer	1	Town Engineer	1	Town Engineer	1	Town Engineer	1
Town Counsel	1	Town Counsel	0	Town Counsel	1	Town Counsel	0	Town Counsel	0
Town Clerk	1	Town Clerk	0	Town Clerk	1	Town Clerk	1	Town Clerk	1
Water	1	Water	0	Water	0	Water	0	Water	0
Sewer	1	Sewer	0	Sewer	0	Sewer	0	Sewer	0
Highway	1	Highway	0	Highway	0	Highway	0	Highway	0
Building Dept.	1	Building Dept.	1	Building Dept.	1	Building Dept.	1	Building Dept.	1
Selectman	1	Selectman	0	Selectman	0	Selectman	0	Selectman	0
Total	28	Total	20	Total	20	Total	10	Total	10

Please note that all packets must be filed with the Town Clerk's office in order to receive the Town Clerk's date stamp. Arrangements can be made through the Zoning Secretary to meet the Applicant at the Town Clerk's Office by calling 781-871-1874 extension 175. These packets will be delivered to the various Town Departments by the Zoning Board Recording Secretary.

Revised October 29, 2009